

ARIZONA MUNICIPAL CLERKS' ASSOCIATION
PUBLIC NOTICE FOR REQUEST FOR PROPOSAL
FOR CONSULTANTS INTERESTED IN

WEBMASTER

IN THE STATE OF ARIZONA

Request for Proposal Due: Tuesday, May 23, 2006 at 4:00 p.m.

The ARIZONA MUNICIPAL CLERKS' ASSOCIATION, is accepting Requests for Proposals from consultants to provide webmaster services for the official website of the association.

The Arizona Municipal Clerks' Association initiated and has been maintaining its official website through the services of a municipal clerk and the City of Tempe for six years. Due to the increasing need to circulate a high volume of information and post up-to-date information, performing website maintenance is no longer viable within the association.

The selected Consultant shall provide independent analysis of the current website and assess whether the current design provides for ease of navigation and access to the association's critical information in a timely manner. Primarily, the Consultant shall be available to accept information for posting to the website in a timely manner necessary for the conduct of the association's business.

Request for Proposals (RFPs) will be accepted up to but **no later than 4:00 p.m., Local Time, on Tuesday, May 23, 2006**, addressed to Sherry A. Aguilar, Arizona Municipal Clerks' Association, in the office of the City Clerk, City of Surprise, c/o 12425 West Bell Road, Suite D-100, Surprise, Arizona 85374. RFPs submitted after the time and date specified herein will not be accepted. All RFPs received by the association in accordance with the requirements herein will be processed to identify eligible Consultant firms for the selection process.

The information package for the Request for RFPs for the website re-design/maintenance will be available by e-mail or pick up at the office of the City Clerk, City of Surprise, between the hours of 8:00 a.m.–5:00 p.m., Monday–Friday, excluding those days recognized as legal holidays by the City of Surprise. For questions regarding the availability of the information package please call Sherry A. Aguilar at (623) 875-4214.

A pre-submittal conference is scheduled for 9:00 a.m., Thursday, May 11, 2006, at the office of the Clerk of Surprise, 12425 West Bell Road, Suite D-100, Surprise, Arizona. Written technical questions regarding this project must be submitted prior to the pre-submittal conference and may be faxed to 623-583-3396, Attention Sherry A. Aguilar.

SHERRY A. AGUILAR, City Clerk
City of Surprise, Arizona 85374
On behalf of the Arizona Municipal Clerks' Association
Date: _____

Publication Dates: April 27, 28, and May 1, 2, 2006